

# Workplace Alaska

## Class Specification Recorder III

**Created:**  
06/04/1997 by Rachel Wilson  
**Finalized on:**

**AKPAY Code:** P7522  
**Class Outline Cat:** A  
**Approved by:**

**Class Code:** PI0513  
**Class Range:** 13  
**Class Status:** Active

**Category:** Clerical  
**Original Date:** 11/29/1976

**Class Title:** Recorder III  
**Use MJR Form:** Standard

**Original Comments:**  
Original

### Subsequent Revision Dates/Comments:

4/1/77 Note: only the Recorder III  
11/16/84 Note: only the Recorder III  
7/15/89 MQs, Title Change form Rec. Clerk I, II and III (DMM)  
01/01/96 - MQs and addition of Recorder IV (JD)  
01/16/2002 - Range change, specs rewritte as part of study (cpreecs)  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:** **EEO4:** F **SOC:** 43-4031 **Census:** 06

**Last Update Comments:**

### Definition:

Under general direction, the Recorder III is the supervisory level Recorder and has the dual role of performing recording or archiving duties at the full proficiency level and supervising a limited number of subordinates. The Recorder III is responsible for the day-to-day activities of the Uniform Commercial Code (UCC) unit or one of the multi-staff recording offices located throughout Alaska.

This is a supervisory class with substantial responsibility for the exercise of independent judgement in appointing, promoting, transferring, suspending, discharging and adjudicating grievances of subordinates.

### Distinguishing Characteristics:

The Recorder III is distinguished from the Recorder II by the additional responsibility as supervisor of subordinate Recorders I/II in a multi-staff office. The Recorder III is distinguished from the Recorder IV by the latter's supervisory and managerial responsibility for a large, high-volume recording office (e.g. Fairbanks or Anchorage).

### Examples of Duties:

Supervise the work of Recorders I/II at a recording office site (responsible for additional recording districts) and perform recording as well as handling the more unusual or complex document processing.

Monitor the daily work flow and how subordinates function within such situations; establish daily work priorities and schedules, ensure that production levels of accurately processed documents are met within the deadlines mandated by statute or regulation.

Assign and review work; evaluate performance; train subordinates, provide assistance and advice with transactions that are beyond the knowledge or experience of subordinate staff.

May exercise supervisory responsibilities in the appointment, termination, promotion, and transfer of subordinates.

Continue to increase knowledge of the Recorder/UCC Section's organizational structure, purpose and functions, including those of the individual recording offices, the centralized archives or UCC units, the general work flow and office/work priorities.

Assist the statewide Recorder Manager and State Recorder as needed: performing research; gathering statistical information; preparing summaries; and other duties as directed.

In the manner prescribed by law and in accordance with the Policy/Procedures Manual, examine, record/file, bar code, scan and return a wide variety of original documents (deeds, mortgages, liens, plats, surveys, mining documents, etc.) as part of the official public land records system.

With the emphasis on accuracy and speed related to the extremely detailed nature of the work:

- examine and accept or reject documents, after determining their compliance with minimum recording/filing criteria as mandated by Alaska Statutes

- record or file documents including the identification of the type of document and its requirement, the issuing and verifying of serial, book and page numbers, or the creation of a bar coded number for each document
- input and verify documents into a computerized database to ensure accurate public record
- prepare and generate computerized fee receipts
- maintain and balance a petty cash account
- process rejection forms; prepare and scan/copy original documents prior to archives for filming
- print reception reports
- file copies of returned UCC documents/microfiche from archives
- certify documents from the official public record and perform related administrative duties.

Issue certified record searches on designated debtor names using established policy and procedure, exercising good judgment, furnishing the requester with a list of active Uniform Commercial Code transactions and copies of the same.

Interview customers, determine information being sought and assist customers in the use of the on-line public information system and other equipment (i.e. microfiche, microfilm, and plat printer machines).

Prepare documents to be scanned pursuant to applicable statutes and regulations. Create and print barcode labels for each document. Place barcode labels on each document, assuring that the number of pages per document and the number of labels are correct, and that the placement of the label on each document is exact so that when scanned, the barcode can be read by the imaging system.

Open/close the office; maintain office equipment and office supply levels; maintain and update office manuals; and communicate electronically on a daily basis with supervisor, informing the latter of daily workload and production, problems and issues.

Correct indexing errors as notified, ensuring that the permanent public land records are accurate.

Produce necessary production and status reports.

### **Knowledge, Skills and Abilities:**

Working knowledge of the statutes, regulations, policies and procedures required to examine, record/file, process, and preserve legal documents affecting real property and commercial transactions as the official public record of the state.

Working knowledge of general office procedures, practices and equipment.

Working knowledge of the principles and practices of supervision.

Working knowledge of the application of word processing and spreadsheet software.

Considerable knowledge of the filming and scanning guidelines established from density and resolution tests

Knowledge of American National Standards Institute/ Association for Information and Image Management (ANSI/AIIM) standards, software, and equipment unique to the Recorders Office, UCC Unit, or Archives Unit.

Skill in operating computer keyboards and commonly used office machines/equipment

Skill in operating the database systems associated with the Alaska Public Record System and barcode/imaging system.

Ability to supervise personnel; reason logically and accurately; apply discretion and sensitivity as needed in handling confidential information; organize work and set priorities and goals.

Ability to provide instruction to subordinates in the technical aspects of the work.

Ability to conduct research, compile and analyze data, and present well-reasoned conclusions.

Ability to communicate effectively both verbally and in writing with a wide variety of customers.

Ability to develop and maintain good working relationships with staff, customers, and stakeholders.

Ability to understand and interpret laws, regulations and court decisions; understand and provide effective public relations, coordinate interagency activities and maintain liaison for information, reporting and cooperative action.

Ability to communicate clearly and effectively with subordinates and the public to explain requirements and procedures.

Ability to work under pressure with a high degree of independence; set and adhere to time constraints.

Ability to determine and establish operating needs, priorities, policies and procedures.

Ability to plan, direct and coordinate the work of others and to lead groups to consensus.

### **Minimum Qualifications:**

One years of experience as a Recorder II and/or Recorder, Archives Unit with the State of Alaska or the equivalent with a County Recorder's Office.

AND

Typing speed of at least 35 words per minute.

Or Substitution:

Two years of experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys.

AND

Typing speed of at least 35 words per minute.

**Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

**Special Note:**

**Minimum Qualification Questions:**

Do you have one years of experience working as a Recorder II and/or Recorder, Archives Unit for the State of Alaska or the equivalent with a County Recorder's Office?

AND

Can you type at least 35 words per minute?

**Or Substitution:**

Do you have two years of experience working with documents concerning ownership and encumbrances on property, for example, deeds, liens, mortgages, promissory notes, financing statements, plats or surveys?

AND

Can you type at least 35 words per minute?